



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
CPT G. Robert Bravo, (410) 576-6052, (410) 576-6108
<mailto:HROJOB@mdbalt.ang.af.mil>



VACANCY ANNOUNCEMENT NUMBER	#06-010
POSITION:	Heavy Mobile Equipment Inspector Supervisor, WS-5803-11, PD#: 40061, Seq #: 49967 SALARY: \$26.76 to \$31.24 (Steps 1-5) per hour and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	Combined Support Maintenance Shop State Military Reservation Box 1, 333 Old Bay Lane Havre de Grace, Maryland 21078-4018
OPEN PERIOD:	OPENING DATE: 28 October 2005 CLOSING DATE: 29 November 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
WHO MAY APPLY:	This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to Enlisted and Warrant Officers (CW2 and below excepted technicians of the Maryland Army National Guard and those eligible for membership in the MDARNG.
DUTIES:	Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current future work schedules and development of budget requests. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leaves of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Performs the non-supervisory work of the function as needed. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	<p><u>General Experience:</u> Experience, education or training in the repair and operation of heavy mobile equipment. Must be able to plan schedules and sequence of operations, and instruct subordinates in work requirements and difficult operations/repairs. Must be able to read and interpret blueprints, schematics, drawings, technical manuals, modification work orders, publications and directives, and be able to relate these into everyday instructions by which subordinate personnel are to accomplish work.</p> <p><u>Specialized Experience:</u> Must possess 36 months of the following type of experience: Experience which demonstrates the ability to plan and organize work assignments for a repair function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the repair function and associated support organizations; experience which demonstrates the ability to deal effectively with other people and gain their cooperation in achieving common goals; experience which demonstrates the ability to supervise through subordinate supervisors, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of shop processes; and experience in adapting existing equipment and techniques to new situations.</p> <p><u>Other Requirement:</u> Candidates must possess a valid State driver's license for the State in which they live or are principally employed.</p> <p><u>Physical Effort:</u> Work assignments require incumbent to frequently lift, carry, stoop, bend, crawl, stretch, climb, stand, and occasionally work on equipment or parts in hard to reach areas. Lifting of items up to 40 or 50 pounds in weight is often required. Occasionally heavier items are moved by pulling, pushing, or lifting with other employees or with the use of lifting devices.</p>

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	<p><u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Warrant Officer: MOS 151A, BR 25/91/13/14/92; Enlisted: CMF 31/33/35/63/67</p>
BASIS FOR RATING:	<p><u>Substitution Of Education for Specialized Experience:</u> Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.</p> <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>
KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none"> (a) Ability to plan and organize the work of the assigned repair organization; (b) Ability to meet deadlines; (c) Knowledge of heavy mobile equipment repairs functions; (d) Ability to work with others; (e) Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions; and (f) Ability to devise new methods.
HOW TO APPLY:	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p>Complete, assemble, sign and send the following:</p> <ul style="list-style-type: none"> (1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. (6) Fax resumes and applications will not be accepted. (7) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><u>CONDITION OF EMPLOYMENT:</u></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p>
INFORMATION FOR CURRENT OR FORMER	<p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military</p>

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MILITARY PERSONNEL:	duties performed and (f) current unit of assignment. <u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.
The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements. Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.	